



**THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY**



MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

400 Worcester Road Framingham, MA 01702-5399

Tel: 508-820-2000 Fax: 508-820-2030

Website: www.mass.gov/mema

Charles D. Baker
Governor

Kurt N. Schwartz
Director

Karyn E. Polito
Lieutenant Governor

Daniel Bennett
Secretary

**United States Department of Transportation (DOT)
Pipeline and Hazardous Materials Safety Administration (PHMSA)
2018-2019 Hazardous Materials Emergency Preparedness (HMEP) Grant
Massachusetts Emergency Management Agency (MEMA)
Notice of Funding Opportunity (NOFO)**

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Funding Availability

Through this **Notice of Funding Opportunity** (NOFO), the Massachusetts Emergency Management Agency (MEMA) will be accepting applications from eligible¹ Massachusetts State Emergency Response Commission-certified Local and Regional Emergency Planning Committees for **2018-2019 HMEP Grant** Funding.

Funding for this NOFO comes from the 2018-2019 HMEP award to MEMA (Federal Agreement # HM HMP 0543 16 01 00); Total Federal Award Amount \$253,258; Federal Period of Performance; 10/1/18-9/30/19; CFDA # 20.703).

MEMA has allocated **\$77,258** for EPC / Subrecipient sub grants based on the formula distribution attached in Appendix B. This is a reimbursement-based grant program.

Overview and Purpose of the HMEP Grant Funds

The HMEP grant provides funds to support local and regional EPCs with their hazardous materials planning and training activities, particularly those involving transportation.

Funds may be used to support local and/or regional activities in the following 'cost categories': Hazardous Materials Transportation Planning; Equipment; Hazardous Materials Training; and Hazardous Materials Exercises.

The U.S. DOT's 2017 HMEP Expenditures Guide provide guidance on allowable activities and key information that should be reviewed when developing project narratives and budgets. The HMEP Expenditures Guide can be found on USDOT's website at the following link:

<https://www.phmsa.dot.gov/sites/phmsa.dot.gov/files/docs/about-phmsa/grants/hazmat/2956/2017-hmep-expenditures-guide-071317.pdf>

¹ Eligible applicants are those that submitted a 2018-2019 HMEP Notice of Intent and Activity Proposal form to MEMA by 6/14/18

Application Deadline and Submission Process

Completed applications, using the **Application Template** found on pages 13-15, **must be received no later than 6/29/18**. Completed applications must be emailed to Lorri.Gifford@mass.gov

Once you have submitted your application to Lorri Gifford, you should receive a confirmation receipt within two business days. If you do not receive confirmation within two business days, please contact your Regional Office or Lorri.Gifford@mass.gov to confirm receipt of the application.

Grant Application Briefing Conference Calls

MEMA will conduct several grant application briefings via conference call (each call will provide the same information). As possible, please let Lorri Gifford (Lorri.Gifford@mass.gov; 508.820.1407) know which call you will attend.

To join a call, please dial 888.822.7517, then Access Code 8568973. The conference call schedule is below:

Conference Call Schedule				
6/19/2018	6/20/21/2018	6/21/2018	6/25/2018	6/27/2018
9:00am	9:00am	9:00am	9:00am	9:00am
11:00am	11:00am	11:00am	11:00am	11:00am
1:00pm	1:00pm	1:00pm	1:00pm	1:00pm
3:00pm	3:00pm	3:00pm	3:00pm	3:00pm

Appendix A: Project Guidance

The information included here does not provide complete details of the HMEP and its allowable and unallowable activities. It is presented as an overview for sub-recipient planning and administrative purposes. The applicant should become familiar with the Federal and State guidance for the HMEP.

All costs must be allowable under the [HMEP Program](#). For additional information, please refer to the U.S. DOT's 2017 HMEP Expenditures Guide ([hyperlink above](#)).

HMEP Grant funds are to be used to fund planning, training, or exercise activities that enhance preparedness for hazardous materials transportation-related incidents.

In general, HMEP Grant funds may be used towards:

- Hazardous Materials Transportation Planning;
- Equipment;
- Supplies;
- Attending national, statewide, or regional HazMat conferences;
- Hazardous Materials Training;
- Hazardous Materials Transportation Exercises.

A. Planning

Sub-recipients may use HMEP funds to hire contractors or pay personnel to assess and/or develop emergency management plans required under EPCRA.

B. Equipment

Equipment must be used for EPC-related planning, training, or exercise activities. **IT equipment – which per US DOT is a low priority - must be dedicated to the EPC and a price quote must be submitted with your application.**

Equipment for response/operational purposes is NOT allowable under this grant program.

C. Supplies

Supplies must be used for EPC-related planning, training, or exercise activities.

D. Attending national, statewide, or regional hazmat conferences

These costs must also adhere to MEMA's Travel Expenses Reimbursement Guidance, which may be found on MEMA's website here: <https://www.mass.gov/service-details/learn-about-the-hazardous-materials-emergency-preparedness-hmep-grant>

A conference agenda must be submitted with your application. If an agenda is not available, please provide a prior year agenda as an example.

E. Training

These funds may be used for general training expenditures (i.e. reimbursement of an instructor; facility rental cost; expenses associated with staff to support the training effort), training courses, allowable training equipment, supplies and materials, and to attend training conferences.

The course syllabus must be submitted with the application. As applicable, please include the related NFPA and/or OSHA standard.

In addition, please identify the proposed number of courses to be conducted and the projected numbers of persons to be trained.

F. Exercises

HMEP Grant funds may be used to design, develop, conduct, and evaluate hazardous materials transportation-related exercises. Exercises should be consistent with the principles outlined in the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP materials may be found online here: <http://hseep.dhs.gov>.

Exercises conducted using HMEP funding must be NIMS compliant.

Backfill/Overtime for Exercise Participation is NOT an allowable cost.

Allowable exercise-related costs include:

Funds Used to Design, Develop, Conduct and Evaluate an Exercise: Includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies.

Hiring of Full or Part-Time Staff or Contractors/Consultants: Full- or part-time staff may be hired to support direct exercise activities. Payment of salaries and fringe benefits must be in accordance with the policies of the local government. The services of contractors/consultants may also be procured to support the design, development, conduct and evaluation of exercises.

Travel: Travel costs (e.g., airfare, mileage, per diem, hotel) are allowable – in adherence with MEMA's Travel Expenses Reimbursement Guidance - related to the planning and conduct of the exercise project(s).

Supplies: Supplies are items that are expended or consumed during the course of the planning/training and conduct of the exercise (e.g., copying paper, gloves, tape).

Food/Catering Costs

Catering services should be used conservatively and must be reasonable, as well as integral to the meeting, training, or conference in which they are used.

For this to be allowable, the primary purpose of the event must be the dissemination of technical information. In addition, applicants must provide: the length of the event (it must be at least five hours in length); the proposed menu items; distance (in miles) from the event to the nearest eating establishment; and a justification as to why having event attendees get food on their own would negatively impact the event.

Environmental Planning and Historic Preservation ('EHP') Requirements

All federal grant funding must comply with federal Environmental Planning and Historic Preservation ('EHP') laws, executive orders, and regulations.

US DOT does not have an EHP review and approval process so an EHP screening memo is NOT required.

However, for drills, full scale exercises, and installation of allowable equipment, the location (exercise area or installation site) must be reviewed to see if it is an historic site or area. This may be done via the Massachusetts Historical Commission's MACRIS database, which may be found on the MHC's website here: <http://mhc-macris.net/>

Activities on historic sites or locations must be approved by the MHC prior to the activity. This may be done via a Project Notification Form. This form and directions on how to submit may be found on the MHC's website here: <http://www.sec.state.ma.us/mhc/mhcform/formidx.htm>

If applicable, please submit a copy of the Project Notification Form and approval to MEMA.

Unallowable Costs

In general, HMEP Grant funds **will not** support the following:

- Expenses not related to an EPC;
- Extending IT equipment warranties;
- Expenses not related to hazardous materials;
- Backfill/Overtime;
- Weapons and ammunition;
- Hiring of first responders;
- Supplanting;
- Software;
- Website development;
- Excessive costs for EPC office supplies;
- Operational Equipment; and
- Management and Administrative costs.

For additional guidance, please review the U.S. DOT 2017 HMEP Expenditures Guide, which may be found on their website here:

<https://www.phmsa.dot.gov/sites/phmsa.dot.gov/files/docs/about-phmsa/grants/hazmat/2956/2017-hmep-expenditures-guide-071317.pdf>

Anticipated Timeline

To assist EPCs with overall planning, the following timeline identifies the key steps and dates:

DATE	TASK
6/14/18	HMEP Notice of Intent and Activity Proposal form ("Notice") due to Lorri Gifford; MEMA will acknowledge receipt of all forms
On or by 6/15/18	MEMA will provide comments on all Notices received
On or about 6/15/18	MEMA will provide the Notice of Funding Opportunity and identify when grant briefings will occur
6/29/18	Completed Application Templates (see Application Submission Checklist on page 16) are due to Lorri Gifford
On or about 7/3/18	MEMA will submit all EPC applications to U.S. DOT for its review and approval
On or about 10/1/18	MEMA will contact all EPCs with U.S. DOT comments and provide contracts; contracts are <u>anticipated</u> to begin by 11/1/18 and will end (per the EPC) on either 6/30/19 or 9/30/19. Contracts will include a 'CASL' form; Procurement Certification; and Federal/State Special Conditions

Appendix B
2018-2019 HMEP Funding Key and Grant Awards

Funding Levels			
Population Low	Level	LEPC Eligible Award	REPC Eligible Award
0 – 19,999	1	\$1,150	\$1,150
20,000 – 69,999	2	\$1,400	\$1,525
70,000 – 193,000	3	\$1,750	\$1,925
193,001 and up	4	\$2,500	\$2,500

MEMA Region	EPC Name	REPC or LEPC	Communities within the EPC	Population	Award Funding Tier	Eligible LOI Awards
3	Agawam	LEPC	Agawam	28,839	2	\$1,400.00
4	Athol	LEPC	Athol	11,654	1	\$1,150.00
4	Auburn	LEPC	Auburn	16,516	1	\$1,150.00
4	Blackstone Valley	REPC	Grafton, Millbury, Sutton, Northbridge, Upton	56,346	2	\$1,525.00
2	Braintree	LEPC	Braintree	37,497	2	\$1,400.00
2	Brockton	LEPC	Brockton	95,314	3	\$1,750.00
1	Cambridge	LEPC	Cambridge	110,402	3	\$1,750.00
1	Cape Ann	REPC	Essex, Gloucester, Ipswich, Manchester by the Sea, Rockport	52,612	2	\$1,525.00
2	Carver	LEPC	Carver	11,629	1	\$1,150.00
3	Central Berkshire	REPC	Becket, Dalton, Hinsdale, Hancock, Lanesboro, Lee, Lenox, Peru, Pittsfield, Richmond, Washington, Williamstown, Windsor	79,514	3	\$1,925.00
2	Central Norfolk	REPC	Bellingham, Canton, Medway, Millis, Norfolk, Norwood, Sharon, Walpole, Westwood, Dedham	186,860	3	\$1,925.00
3	Chicopee	LEPC	Chicopee	56,741	2	\$1,400.00
2	Dighton	LEPC	Dighton	7,399	1	\$1,150.00
3	East Longmeadow	LEPC	East Longmeadow	16,213	1	\$1,150.00
2	Fall River	LEPC	Fall River	88,777	1	\$1,150.00
3	Franklin County	REPC	Ashfield, Bernardston, Buckland, Charlemont, Colrain, Conway, Deerfield, Erving, Gill, Greenfield, Hawley, Heath, Leverett, Leyden, Monroe, Montague, New Salem, Northfield, Orange, Rowe, Shelburne, Shutesbury, Sunderland, Warwick, Wendell, Whately	70,601	3	\$1,925.00
2	Halifax	LEPC	Halifax	7,834	1	\$1,150.00
3	Hampshire	REPC	Amherst, Belchertown, Chesterfield, Cummington, Easthampton, Goshen, Granby, Hadley, Hatfield, Huntington, Middlefield, Northampton, Pelham, Plainfield, South Hadley, Southampton, Ware, Westhampton, Williamsburg, Worthington	161,342	3	\$1,925.00

2	Hanover	LEPC	Hanover	14,424	1	\$1,150.00
2	Lakeville	LEPC	Lakeville	11,338	1	\$1,150.00
4	Leicester	LEPC	Leicester	11,334	1	\$1,150.00
3	Longmeadow	LEPC	Longmeadow	15,898	1	\$1,150.00
3	Ludlow	LEPC	Ludlow	21,472	2	\$1,400.00
2	Marion	LEPC	Marion	5,086	1	\$1,150.00
2	Marshfield	LEPC	Marshfield	25,709	1	\$1,150.00
2	Medfield	LEPC	Medfield	12,718	1	\$1,150.00
2	Middleborough	LEPC	Middleborough	24,350	2	\$1,400.00
2	Milton	LEPC	Milton	27,374	2	\$1,400.00
1	Mystic	REPC	Arlington, Burlington, Chelsea, Everett, Lynn, Lynnfield, Malden, Medford, Melrose, North Reading, Reading, Revere, Salem, Saugus, Somerville, Stoneham, Wakefield, Winchester, Winthrop, Woburn	782,797	4	\$2,500.00
2	Needham	LEPC	Needham	30,564	2	\$1,400.00
2	Norfolk	LEPC	Norfolk	11,908	1	\$1,150.00
4	Northborough	LEPC	Northborough	15,042	1	\$1,150.00
3	Northern Berkshire	REPC	Adams, Cheshire, Clarksburg, Florida, New Ashford, North Adams, Savoy	28,197	2	\$1,525.00
2	Plymouth	LEPC	Plymouth	58,890	2	\$1,400.00
2	Plympton	LEPC	Plympton	2,917	1	\$1,150.00
2	Randolph	LEPC	Randolph	33,699	2	\$1,400.00
2	Rehoboth	LEPC	Rehoboth	12,008	1	\$1,150.00
2	Rochester	LEPC	Rochester	5,494	1	\$1,150.00
4	Shrewsbury	LEPC	Shrewsbury	36,805	2	\$1,400.00
2	Somerset	LEPC	Somerset	18,288	1	\$1,150.00
4	South Wachusett	REPC	Boylston, Holden, Sterling, West Boylston	39,065	2	\$1,525.00
4	Southborough	LEPC	Southborough	10,038	1	\$1,150.00
2	Southcoast	REPC	Acushnet, Dartmouth, Freetown, New Bedford, Westport	165,143	3	\$1,925.00
3	Southern Berkshire	REPC	Alford, Egremont, Fairview Hospital, Great Barrington, Monterey, Mt. Washington, New Marlborough, Otis, Sandisfield, Sheffield, Stockbridge, Tyringham, West Stockbridge	36,555	2	\$1,525.00
3	Southwick	LEPC	Southwick	9,737	1	\$1,150.00
2	Stoughton	LEPC	Stoughton	28,431	2	\$1,400.00
4	Sturbridge	LEPC	Sturbridge	9,514	1	\$1,150.00
2	Swansea	LEPC	Swansea	16,387	1	\$1,150.00
4	Tri-EPIC	REPC	Charlton, Dudley, Oxford, Southbridge, Sturbridge, Webster	82,181	3	\$1,925.00
1	Waltham	LEPC	Waltham	63,378	2	\$1,400.00
2	Wellesley	LEPC	Wellesley	29,000	2	\$1,400.00
3	West Springfield	LEPC	West Springfield	28,693	2	\$1,400.00
4	Westborough	LEPC	Westborough	18,934	1	\$1,150.00

3	Western Hampden County REPC	REPC	Chester, Blandford, Granville, Russell, Tolland	6,536	1	\$1,150.00
3	Westfield	LEPC	Westfield	41,690	2	\$1,400.00
4	Worcester	LEPC	Worcester	184,815	3	\$1,750.00

Appendix C

Grant Guidance, Policies and Forms

The following documents may be found on MEMA's website: <https://www.mass.gov/service-details/learn-about-the-hazardous-materials-emergency-preparedness-hmep-grant>

MEMA Policies and Guidance:

- Travel Expense Guidance
- Close Out Report Policy
- Equipment Inventory Tracking Policy
- Disposal, Sale and Trade-In of Equipment Purchased via Federal Grant Funds
- Reimbursement Request Policy

Related Forms (hyperlinks):

- [Reimbursement Request, Match, and Close-Out Form for Sub-Recipients](#)
- [Equipment Inventory Tracking Spreadsheet](#)

Federal Guidance and Resources (hyperlinks):

- [HMEP Expenditure Guidance](#)
- [HMEP Best Practices Guide](#)

2018-2019 HMEP Application Template

1. EPC / Subrecipient Information

EPC Name: _____

Subrecipient: _____

Project Point of Contact: _____

Title: _____

Telephone: _____

Email: _____

REQUIRED – Subrecipient's DUNS Number: _____

Fiscal Point of Contact: _____

Title: _____

Telephone: _____

Email: _____

2. Project Summary

In order for MEMA – and the U.S. DOT - to ensure all costs and activities are reasonable, allowable, and support **HazMat transportation planning and/or training efforts**, please provide clear and comprehensive responses to items (a – g) below. Please note that question #7 applies to proposed purchase of IT equipment only.

- a. Please detail how the funds will be used and the needs that are being addressed.
- b. Please describe how the need(s) were identified.
- c. Please describe the capability you are seeking to sustain or enhance and/or the gap you are seeking to address.

- d. From 49 CFR 110.40(a) 1-6, please check (at least) one activity below that best supports your proposal.

1	Development, improvement, and implementation of emergency plans required under the Emergency Planning and community Right-to-Know Act of 1986, as well as exercises which test the emergency plan. Enhancement of emergency plans to include hazard analysis as well as response procedures for emergencies involving transportation of hazardous materials, including radioactive materials.	
2	An assessment to determine flow patterns of hazardous materials within a State, between a State and another State or Indian county, and development and maintenance of a system to keep such information current.	
3	An assessment of the need for regional hazardous materials emergency response teams	
4	An assessment of local response capabilities	
5	Conduct of emergency response drills and exercises associated with emergency preparedness plans	
6	Provision of technical staff to support the planning effort	

- e. Please describe how your proposal will support the activity selected above.

- f. Please identify the specific hazmat transportation planning and/or training outputs (“products”) your proposal will produce/achieve. (Please note that simply stating ‘development of a HazMat annex’ is NOT a specific enough of a response to this question).

- g. **Please note that IT-equipment requests are considered a ‘low priority’ item by U.S. DOT.** For IT-equipment proposals, please provide the following with your application:

- Price quote of item(s)
- Vendor brochure/specifications sheet of item(s)
- Justification for item brand vs. other brands
- Justification for item costs vs. lower cost (if applicable)
- If multiple equipment items (e.g., two laptops) are proposed you must provide the need for multiple items

3. Funding Amount

MEMA uses a funding formula to determine award amounts. Award amounts may vary from year to year, based upon available funding. Please refer to **Appendix B** for your EPC's award amount.

Eligible award amount: \$_____

4. Budget Detail

All costs must be reported below. Insert additional rows if needed.

Complete the this budget table to itemize all proposed grant expenditures from date of award through June 30, 2019			
Description of Each Proposed Expenditure	Quantity	Unit Cost	Total Cost

As needed, complete the budget table below to itemize all proposed grant expenditures from July 1, 2019 – September 30, 2019			
Description of Each Proposed Expenditure	Quantity	Unit Cost	Total Cost

Application Submission Checklist

All applicants must submit the following:

- Completed Application Template: this must be emailed to Lorri.Gifford@mass.gov by **6/29/18**

As applicable, applicants may need to submit:

- If you are proposing to **attend a conference**, a conference agenda must be submitted with your application. If an agenda is not available, please provide a prior year agenda as an example.
- If you are proposing to **attend or conduct training**, the course syllabus must be submitted with the application. As applicable, please include the related NFPA and/or OSHA standard.
- If you are proposing to **conduct a training course**, please identify the proposed number of courses to be conducted and the projected numbers of persons to be trained.
- If you are proposing to **purchase IT equipment**, a price quote must be submitted with your application.
- If you are proposing **food/catering services**, please refer to pg 6 on what to provide with your application.
- If you are proposing to charge **indirect costs**, please provide a copy of your current and approved indirect cost rate. In addition, a completed Certification of Indirect Costs form will be required (if needed, this form can be provided by MEMA).